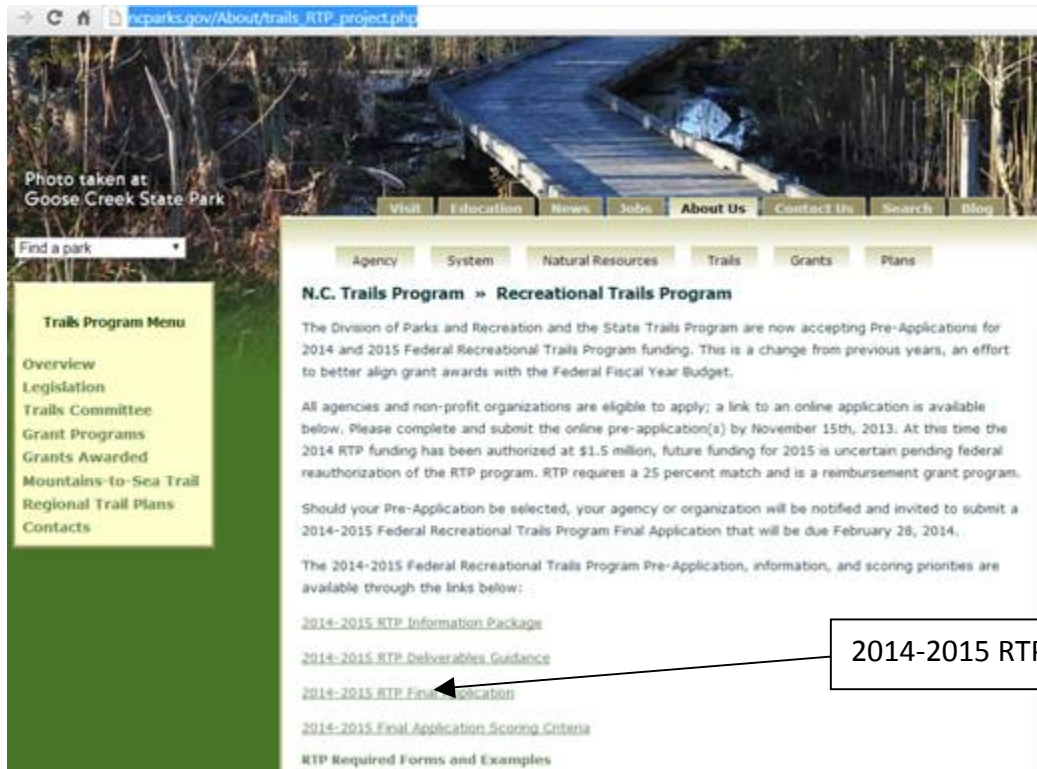


2014 and 2015 RTP Application Downloading, Saving and Submitting Instructions

1. Our 2014 and 2015 RTP Application is available online at:

http://ncparks.gov/About/trails_RTP_project.php

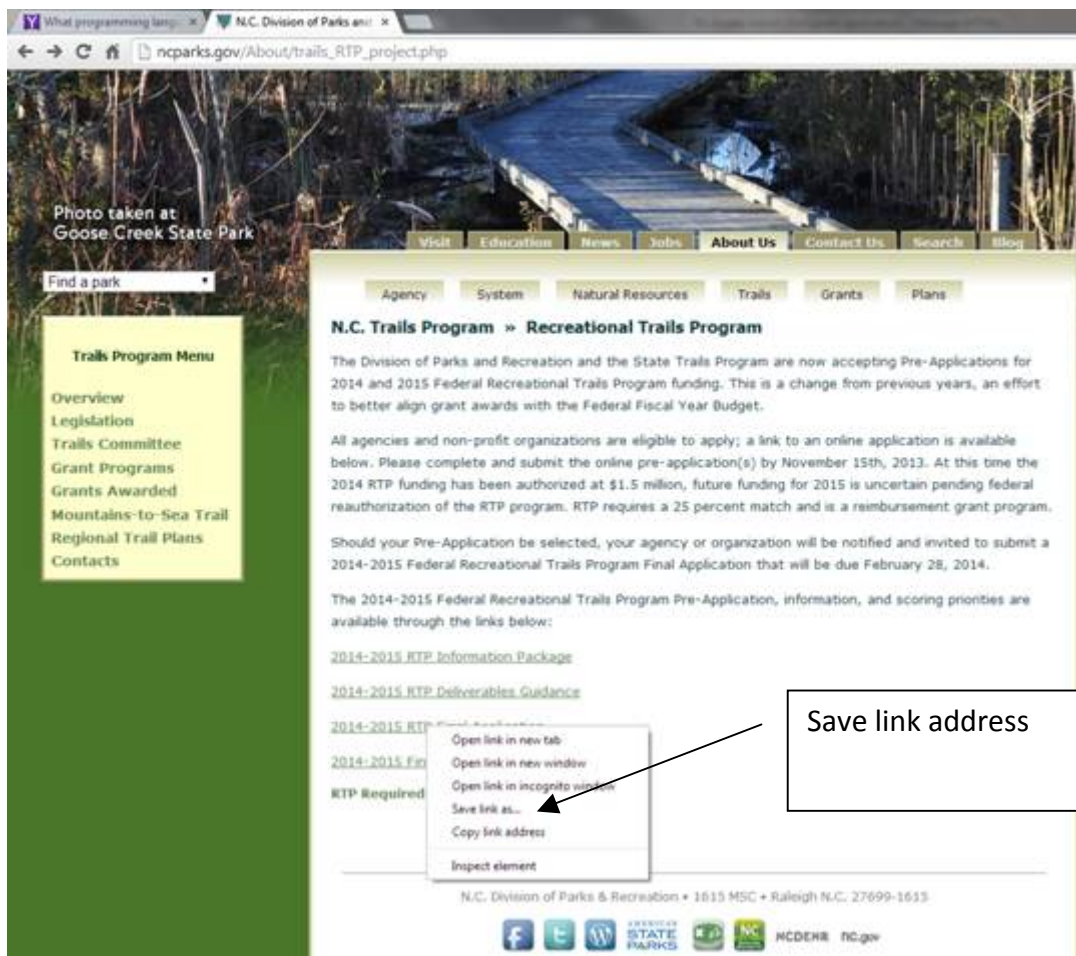


2014-2015 RTP Final Application Li

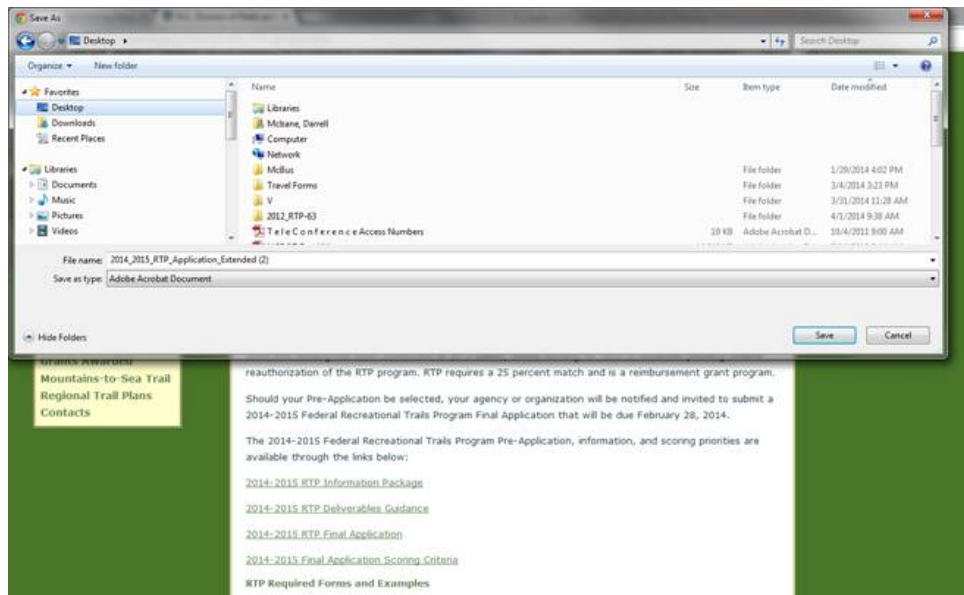
2. Use this application to submit 2014 RTP applications – and 2015 RTP applications.
3. Our 2014 and 2015 RTP Application is Microsoft compatible, our application will not open on an Apple Mac computer/software.
4. Our RTP application will open direct from the application link if you are using Microsoft Internet Explorer
5. If you are using Google, Google Chrome or Firefox – the application link may not work. You may get a message similar to the following:



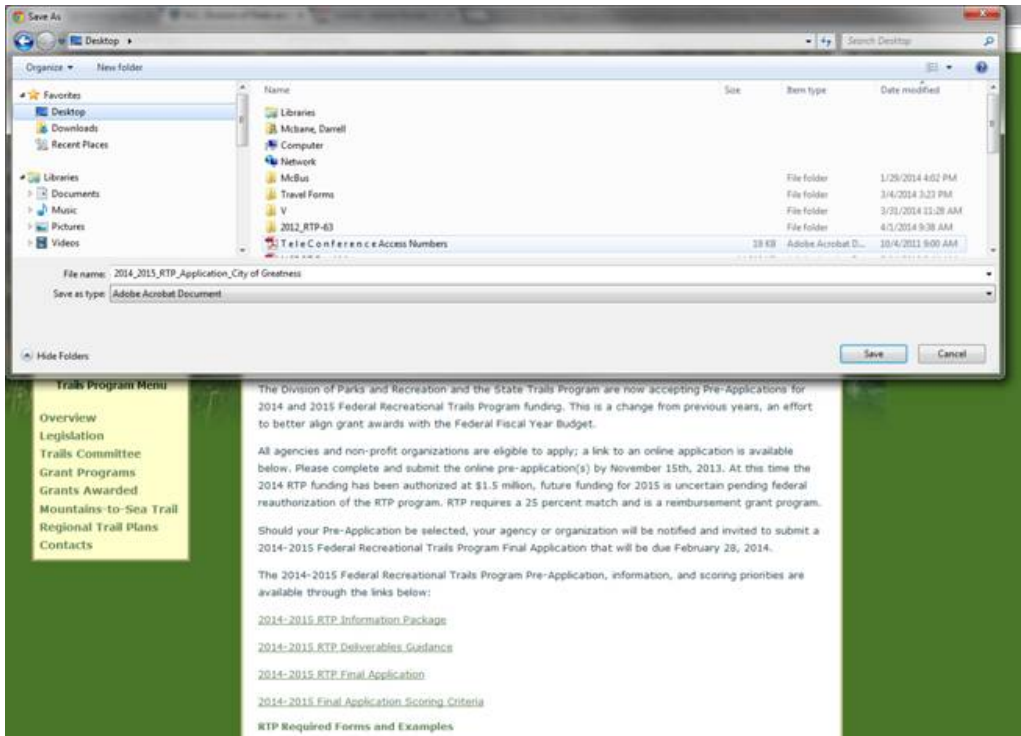
6. If you get such a response, and if the application does not upload and open automatically, try the following:
 - A. Right click on the 2014-2015 RTP Final Application link – and click “Copy Link Address.”



7. Then save link address to your computer (desktop or a file you can easily find again). See example below:



8. This saved document should open with Adobe Reader. If you are having trouble opening this document, you may need to update your Adobe Reader – available at <http://get.adobe.com/reader/>.
9. When this document opens, then rename, and save to your computer (desktop or a file you can easily find again). See example below:



10. Use your saved and renamed application on your computer to develop your application document. Save and check your application early, to make sure you the information you are entering is being saved.
11. You are to submit your application online – the submit application button is located on page 15 of the application document. See example below:

The image shows a PDF document titled '2014_2015_RTP_Application_Extended.pdf' open in Adobe Reader. The document is on page 15 and contains a 'Submission of Application' section with a deadline of June 06, 2014. It also includes contact information for the State Trails Program and an 'Authorization' section with fields for 'Typed Name (required)', 'Title', and 'Date'. A callout box points to a 'Submit by Email Button'.

Submission of Application

The application deadline is June 06, 2014 @ 11:59pm. Email submission of this final application document including attachments is required by this date and time.

Also, please, mail a package of your electronic application and all listed attachments on one CD, DVD or flash drive containing individually labelled digital versions of your application, maps and supporting documents to the following address. All application packages must be postmarked no later than June 06, 2014.

State Trails Program

Mail Service Center 1015
Raleigh, NC 27609-1015
Phone: (919) 707-0306

Authorization

"I am authorized by the Project Sponsor to submit this application and understand that this application will be evaluated on the basis of the information submitted, and the submission of incorrect information can result in this application being withdrawn from consideration."

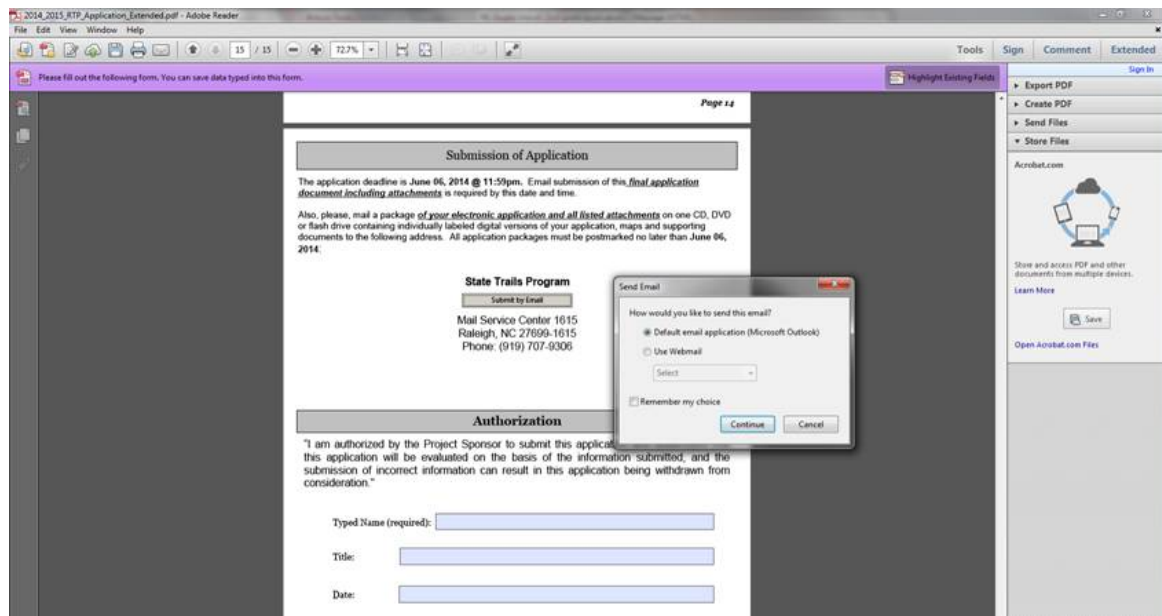
Typed Name (required):

Title:

Date:

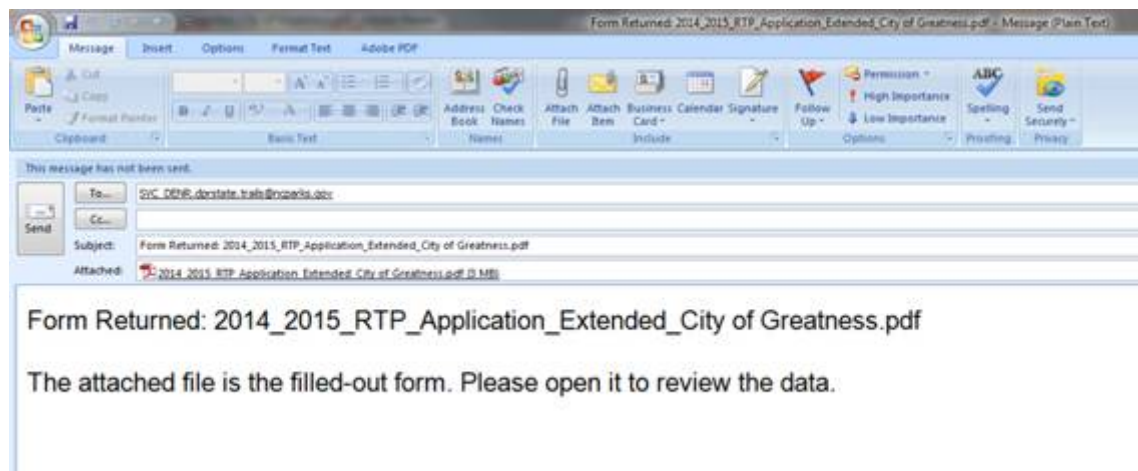
Submit by Email Button

12. Click Submit By Email button – and you might receive a message similar to the following:



13. I use Microsoft Outlook – so I clicked the “Continue” button.

14. My Microsoft Outlook programs open – see example below:



15. Send your application via email – and all should be good.
16. If you have problems, contact Vincent T. Newman-Brooks at 919-707-9306 or your Regional Trails Specialist.